**Quick Response Research Award Program**

**Proposal Narrative and Appendices**

**Template**

This template is intended for applicants preparing proposals for the [Quick Response Research Award Program](https://hazards.colorado.edu/research/quick-response-report/guidelines). The template describes the requirements for the proposal narrative and appendices sections of the proposal only. Additional proposal requirements for the call are described [here](https://hazards.colorado.edu/research/quick-response-report/guidelines).

# Formatting Requirements

The proposal narrative should be **a maximum of 5 single-spaced pages** and **use all section headings** in the template. Additional pages are allowed for the appendices, which include the references, budget, and other supporting documents. Prior to submitting your proposal, please review the [checklist](#Checklist) at the end of the template to make sure that you have included all required information.

# Using the Template

Start by saving a copy of this Word document to your computer and renaming the file. The [proposal narrative](#Narrative) template consists of pre-formatted headings for each section that you are **required** to write about in your proposal. Prompts are provided to guide your writing. You are welcome to add subheadings.

The [appendices](#Appendices) template describes each of the requested appendices. Please read the instructions closely to identify which appendices are required for your team.

Upon finalizing your draft, **combine and save the proposal narrative and all required appendices as a single PDF, no larger than 4MB.** Only one pdf can be uploaded to the online proposal submission portal. Please delete this page of instructions and the checklist at the end of the template prior to saving your final document.

# Assistance

We are here to support you and your team in developing and submitting your proposal. Please send any questions by email to haz.research.awards@colorado.edu.

**Title (12 Words or Less in** [**Title Case**](https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case)**)**

# Intellectual Merit

Briefly describe the potential of the proposed activity to generate transformational knowledge and illuminate exciting possibilities for social science and/or interdisciplinary convergence-oriented research.

# Broader Impacts

Briefly describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desirable outcomes that could improve disaster preparedness, response, and/or recovery.

# Research Question(s)

Identify your study’s research questions in this section. Research questions should be clear, concise, specific, and answerable.

# Literature Review

This section should demonstrate the authors’ knowledge of the area of research being proposed as well as state the gaps that this study will fill.

# Study Context

This section of the proposal should clearly specify the study context including the hazard(s) and/or disaster(s) that the team plans to study, the location(s) where they plan to work, and the people(s) they plan to engage in the study.

# Research Design

This section should clearly describe all elements of the research design—including data collection methods, sampling strategy, expected number of research participants, plans for partnering with local researchers or agencies, and data analysis procedures. Applicants should also clearly identify whether the project involves the use of existing data, collection of new data, or the evaluation of existing tools or other resources.

**Perishable Data Statement**

This [**perishable data**](https://onlinelibrary.wiley.com/doi/full/10.1111/disa.12592) statement should include a justification for why the proposed research is urgent and requires a quick response and why the data to be collected is considered perishable.

**Dissemination Plan**

A plan for sharing results with local officials, community members, research participants, or other key partners.

# Ethics Statement

This statement should describe how the investigator(s) will ensure the ethical conduct of research for the benefit of science and the communities where they work. All applicants are encouraged to complete both the [**CONVERGE IRB Procedures for Extreme Events Research**](https://converge.colorado.edu/resources/training-modules/) and [**Broader Ethical Considerations for Hazards and Disaster Researchers Training Modules**](https://converge.colorado.edu/resources/training-modules/) in preparation for writing this statement.

# Study Timeline

This section should outline the anticipated dates for completing IRB approval, data collection, data analysis, and report writing. Project scope should be limited to what is achievable by the **six months from award activation** report due date.

**Appendices**

# References

*Required for all proposals.* The list of references should be complete and consistently formatted in [**APA 7th edition style**](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html). There is no page limit for the reference list.

# Budget and Budget Justification

*Required for all proposals.* The budget and budget justification should be no longer than **500 words** in length and provide a breakdown of anticipated expenditures within the predetermined budget range outlined in the specific call for proposals you are applying for, or through the open quick response program.

* Funding should be used for expenses associated with the proposed project. Funds may be dedicated to fieldwork expenses, the purchase of research equipment or datasets; payments to data collectors, methodologists, statisticians, translators, other collaborators, or team members; participant compensation; and/or dissemination activities including for conference travel, registration expenses, or article publication fees. In terms of budget needs for field equipment, please consider exploring options available through [**NSF-supported RAPID facility**](https://rapid.designsafe-ci.org/) before making requests.
* Please carefully read the [**Funding Agreement**,](https://hazards.colorado.edu/research/quick-response-report/guidelines#funding) as it provides details for how many investigators can be included in the budget, the tax ramifications associated with receiving award money, and how and when the award funds will be issued.

# Supporting Documents for Students

*Required only for those proposals whose lead investigators are students.* Master’s and PhD students are welcome to apply for this special call for funding. If a student is listed as the lead investigator they will need to submit:

* A one-page statement explaining qualifications and ability to implement the proposed methods, a plan for managing a project team (if applicable), and a timeline for completing the proposed work during their degree program.
* A brief one-paragraph statement of support from an academic advisor, indicating that they approve of the project and support the students’ application for funding.

# Human Subjects Approval Letter

*Optional at proposal stage but required for all accepted proposals.*An official letter from the applicant’s human subjects committee approving the research, or waiving the need for approval, is required before an award is activated and funds are released. The proposal may be submitted before approval is obtained, but we strongly encourage all applicants to seek **human subjects approval as early as possible** given the short five-month timeline for completing data collection, analysis, and submitting the final report. Please see this article for additional guidance on receiving [**Institutional Review Board pre-approval for disaster research**](https://onlinelibrary.wiley.com/doi/full/10.1111/risa.13740). Data collection may not begin until a letter of approval or waiver from a university or other organization is submitted to the Natural Hazards Center.

**Proposal Narrative and Appendices**

**Requirements Checklist**

Prior to submitting your proposal, please review the checklist below to make sure the proposal narrative and appendices include all required information and adhere to formatting requirements.

* **Proposal Narrative**– Does your proposal narrative include all the required sections listed below?
	+ Intellectual Merit
	+ Broader Impacts
	+ Research Questions
	+ Literature Review
	+ Study Context
	+ Study Design
	+ Perishable Data Statement
	+ Dissemination Plan
	+ Ethics Statement
	+ Study Timeline
* **Proposal Narrative Formatting and Length**
	+ Is the proposal narrative a maximum of 5 pages?
	+ Is the narrative single-spaced?
	+ Are the narrative and references in [**APA 7th edition style**](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)?
* **Proposal Appendices** – Does your proposal include all the required appendices listed below? (Note: There is no page limit for the appendices.)
	+ References *(Required)*
	+ Budget and Budget Justification *(Required)*
	+ Supporting Document for Students *(Required only if lead investigator is student)*
	+ Human Subjects Approval Letter (*Optional at the proposal stage but required for all accepted proposals)*
* **Final PDF Document**
	+ Are the proposal narrative and all appendices combined and saved as a single PDF document, no larger than 4MB?